

MASSWORKS INFRASTRUCTURE PROGRAM
2012 Program Guidelines
May 1, 2012



OVERVIEW

The MassWorks Infrastructure Program provides a one-stop shop for municipalities and other eligible public entities seeking public infrastructure funding to support:

- Housing development at density of at least 4 units to the acre (both market and affordable units)
- Transportation improvements to enhancing safety in small, rural communities
- Economic development and job creation and retention

The MassWorks Infrastructure Program provides grant funding for the construction, reconstruction and expansion of publicly owned infrastructure including, but not limited to sewers, utility extensions, streets, roads, curb-cuts, parking facilities, water treatment systems, and pedestrian and bicycle access. Eligible public infrastructure must be located on public land or on public leasehold, right-of-way, or easement. The project must be procured in accordance with Massachusetts General Laws c.30B, c.30 §39M, c.149, and c.7.

In each year, there will be a set-aside of funds available only for projects in small, rural communities with a population of 7,000 or less. The grant program shall also provide for commercial and residential transportation and infrastructure development, improvements and various capital investment projects under the Growth Districts Initiative established by the Executive Office of Housing and Economic Development.

The MassWorks Infrastructure Program is administered by the Executive Office of Housing and Economic Development, in cooperation with the Department of Transportation and Executive Office for Administration and Finance.

FUNDING PRIORITIES

The Patrick/Murray Administration is committed to implementing the Commonwealth's Sustainable Development Principles by ensuring that state funds used for infrastructure investments are consistent with these principles to the greatest extent possible. To that end, the Administration has developed spending goals for the MassWorks Infrastructure Program portfolio of investments. Going forward, including projects seeking funding during the September 2012 funding round, spending goals for the MassWorks Infrastructure Program will be as follows:

- 50% or more of the total funding be in support of developments in Gateway Cities;
- 67% or more of the total funding be in support of transit-oriented developments (that is, developments located within one-half mile of a transit station; further, transit station is defined as a subway or rail station, or a bus stop serving as the convergence of two or more bus fixed routes that serve commuters);
- 80% or more of the total funding be in support of developments that are re-using previously developed sites;
- 50% or more of the total funding be in support of developments that contain a mix of residential and commercial uses, with a residential unit density of at least four units to the acre;
- 100% of the funding that is committed in support of housing (or mixed use including housing) be in support of developments with a residential unit density of at least four units to the acre;
- 25% or more of the total funding be in support of projects of regional significance that are supported by two or more communities.

It is also the goal of the Administration that funding be awarded to transportation and other infrastructure investment projects that are ready to proceed. To meet the minimum threshold for consideration for MassWorks Infrastructure Program grants, projects must demonstrate:

- A timeline and funding source for completing design in a timeframe that allows for construction in the upcoming construction season; and
- Project design that is consistent with MassDOT's Complete Street design guidelines, which call for accommodation of all roadway users in a manner that is appropriate to the type of roadway and location; NOTE: The Complete Streets design guidelines were adopted in 2006 in the MassDOT Project Development and Design guide, and are explained in Chapter 5 of that document (http://www.mhd.state.ma.us/downloads/designGuide/CH_5_a.pdf); and
- A complete list of required state and local permits; and
- Demonstration that all required permits can be reasonably obtained within 120 days of receipt of grant approval or shortly thereafter (for example, the applicant can demonstrate that all permit applications have been submitted and provide a timeline for anticipated issuance, or a detailed schedule for submittal and a schedule for anticipated issuance detailing all applicable milestones for each permit including publication dates and maximum agency review periods); and
- All rights of way are secured or evidence that the rights of way will be secured within 120 days of receipt of approval or immediately thereafter; and
- All sources and uses that will fully fund the project, and a complete draw schedule that reflects a construction start during the upcoming construction season. Sources and uses must be fully committed (for instance, a federal grant application pending review does not suffice as evidence of a funding source until the federal grant application is approved).

MassWorks applications will be measured against the funding priorities outlined above. Applicants may review their project's consistency with the MassWorks funding priorities by reviewing the scoring criteria established for the 2012 MassWorks Infrastructure Program funding round.

APPLICATION AND CONTRACT PROCESS

There will be a primary funding round opening in late August/early September annually and decisions will be rendered approximately six weeks after the close of the application period. MassWorks Infrastructure Program applications will be available no later than May for the fall funding round in that calendar year. The MassWorks Infrastructure Program reserves the right to hold a second annual funding round to consider additional projects, and the availability of a second round will be announced as soon as the determination is made. **Only those projects that are prepared to proceed to construction during the upcoming construction season should apply for consideration.**

Communities with a population of 7,000 or less are eligible to apply for design/engineering costs along with a construction grant. In that case, the project must be able to complete design/engineering in a period that allows the project to advance to construction during the upcoming construction season.

Communities with a population over 7,000 are eligible to apply for design/engineering costs along with a construction grant however no more than 10% of the total grant request may be used for design/engineering. If a project is seeking design/engineering funds as part of an application, the project must be able to complete design/engineering in a period that allows the project to advance to construction during the upcoming construction season.

The MassWorks Infrastructure Program may withhold up to 20% of available funds for projects of significant regional benefit that meet with Administration funding priorities and arise out of round and grants may be made at the discretion of the Secretary. Municipalities and other eligible public entities should contact the Program Manager directly to discuss projects for consideration out of round.

Applications will be reviewed for consistency with Administration funding priorities. As needed, the Executive Office of Housing and Economic Development will consult a team of reviewers representing housing, economic development, transportation, community development, and other applicable interests to review pending applications and develop recommendations for funding. Final decisions will be rendered by the Secretary of Housing & Economic Development, in cooperation with the Secretaries of Transportation and Administration & Finance.

Applicants that are approved for funding will be notified in writing of the approval with instructions for demonstrating readiness and any other required submissions as determined by the Secretary. Grant contracts will only be issued for projects that successfully meet all requirements included in the award letter. Any project that receives an award but does not meet the requirements by the specified date will lose its funding commitment for that year and may be penalized during future funding rounds.

Applicants that are denied for funding will be notified in writing and the notification will cite the reason for denial. If the reason for denial is a lack of available funds, that application may be reconsidered at a later date that year if additional program funds become available. The Program will reset every September and applicants that have not received a contract for funding in a prior round will be required to submit a new application for consideration.

CONTACT INFORMATION

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